

## **PACKAGING AND DELIVERY OF THE PROPOSAL**

Your proposal shall be organized as specified in SECTION L.2. General Instructions. Shipment and marking shall be as indicated below.

**PAPER SUBMISSION:** The paper copy is the official copy for recording timely receipt of proposals.

SUBMISSION OF PROPOSALS BY FACSIMILE OR E-MAIL IS NOT ACCEPTABLE

### **A. EXTERNAL PACKAGE MARKING**

In addition to the address cited below, mark each package as follows:

**"RFP No. N02PC35008-57  
TO BE OPENED BY AUTHORIZED GOVERNMENT PERSONNEL ONLY"**

### **B. PAPER COPIES and CD-ROM to:**

#### **If hand-delivered or delivery service**

Reyes Rodriguez, COBR

National Institute of Health

National Cancer Institute

Office of Acquisitions

9609 Medical Center Drive

Room 1E564, MSC 9700

Rockville, MD 20850-9700

#### **If using U.S. Postal Service**

Reyes Rodriguez, COBR

National Institute of Health

National Cancer Institute

Office of Acquisitions

9609 Medical Center Drive

Room 1E564, MSC 9700

Bethesda, MD 20892-9700

\*THE **ORIGINALS** MUST BE READILY ACCESSIBLE FOR DATE STAMPING PURPOSE.

NOTE: Please be aware that the U.S. Postal Service's "Express Mail" **DOES NOT** deliver to the Rockville, Maryland address **AND** delivery to the Bethesda, Maryland address will result in a delayed delivery to our office in Rockville, MD (up to 3 - 5 days). If a proposal is not received at the place, date, and time specified herein, it will be considered a "late proposal."

### **C. NUMBER OF COPIES for EACH TASK AREA PROPOSAL:**

**TOTAL PAGE COUNT DOES NOT INCLUDE:** Cover and Back Page; NIH-2043; Table of Contents; Section Dividers that do not contain information other than title of Section, Resumes or Appendices.

### **FORMATTING AND LAYOUT:**

Use your usual Word processing and spreadsheet programs to prepare and format the technical and business proposals. *If documents are submitted using Adobe .pdf, the documents should be submitted using a .pdf searchable format.*

- Type size must be 10 to 12 points.
- type spacing should be no more than 15 characters per inch. Within a vertical inch, there must be no more than six lines of text.
- Print margins must be at least one inch on each edge of the paper.
- Print setup should be double-sided on standard letter size paper (8.5 x 11" in the U.S., A4 in Europe).

### **CREATING AND NAMING ELECTRONIC FILES:**

1. A separate CD should be submitted for the Technical Proposal and Business Proposal information.

*Offerors who submit both Technical and Business Proposals on the same CD will be required to resubmit them on separate CDs.*

2. Files on CDs should be named using the following format:

**Company name / RFP number / technical / \*\* / date**

**\*\*** if multiple files are submitted for the technical proposal, please indicate the name of the section in the file name.

EXAMPLE: XYZ Company/07-13/Technical/Approach/XX-XX-XXXX

**Company name / RFP number / business / \*\* / date**

**\*\*** if multiple files are submitted for the business proposal, please include the name of the section in the file name.

EXAMPLE: XYZ Company/07-13/Business/Staffing/XX-XX-XXXX

**THE NUMBER OF COPIES AND APPLICABLE PAGE LIMITATIONS REQUIRED OF EACH PART OF EACH TASK AREA PROPOSAL ARE AS SPECIFIED BELOW.**

**PAGES IN EXCESS OF THIS LIMITATION WILL BE REMOVED FROM THE PROPOSAL AND WILL NOT BE PROVIDED TO THE REVIEWERS TO BE READ OR**

**EVALUATED.**

**OFFERORS MUST CERTIFY THAT THE INFORMATION IN THE PAPER AND ELECTRONIC COPIES IS EXACTLY THE SAME.**

Document	Number of Copies per Task Area Proposal	Page Limits
Technical Proposal Task Area 1	<b><u>PAPER</u></b> One (1) SIGNED ORIGINAL.	Not to Exceed 25 Pages
Technical Proposal Task Area 2	Five (5) COPIES	Not to Exceed 25 Pages
Technical Proposal Task Area 3	<b><u>ELECTRONIC FILES ON CD</u></b> Six (6) CDs containing an electronic copy of	Not to Exceed 25 Pages
Technical Proposal Task Area 4	the Technical Proposal (including all Appendices)	Not to Exceed 10 Pages
Sample Task Order – Task Area 1	<b><u>PAPER</u></b> One (1) SIGNED ORIGINAL.	Not to Exceed 25 Pages
Sample Task Order – Task Area 2	Five (5) COPIES	Not to Exceed 25 Pages
Sample Task Order – Task Area 3	<b><u>ELECTRONIC FILES ON CD</u></b> Six (6) CDs containing an electronic copy of	Not to Exceed 25 Pages
Sample Task Order – Task Area 4	the Technical Proposal (including all Appendices)	Not to Exceed 5 Pages
Business Proposal for each Task Area	<b><u>PAPER</u></b> One (1) SIGNED ORIGINAL. Five (5) COPIES  <b><u>ELECTRONIC FILES ON CD</u></b> Four (4) CDs containing an electronic copy of the Business Proposal.	N/A
Breakdown of Proposed Estimated Cost using Electronic Cost Proposal EXCEL Workbook for each Task Area	This Attachment to the Business Proposal should be submitted as a separate EXCEL file on the Business Proposal Compact Disk. See Section J, Attachment entitled <b><u>Breakdown of Proposed Estimated Costs (plus fee) with Excel Spreadsheet</u></b> to access the Excel Workbook.	N/A